



**DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155**



OCT 15 2015

MEMORANDUM FOR: SEE DISTRIBUTION


SUBJECT: Fiscal Year 2016 Prevention of Harassment Policy

Washington Headquarters Services (WHS) is committed to honoring the diversity of the workforce and ensuring that all employees are treated with dignity and respect. I expect all employees to maintain a work environment that is free of discrimination and illegal harassment. Inappropriate behavior becomes illegal harassment when it is unwelcome, severe enough to alter an individual's working conditions, and is based on race, color, religion, sex (including pregnancy, gender stereotyping, and sexual orientation), national origin, age (40 years and older), disability, genetic information, and/or retaliation for opposing discriminatory practices or participating in the Equal Employment Opportunity (EEO) process. Unlawful harassment extends to harassing comments posted on social media, including on internet sites. All personnel must refrain from participating in conduct that offends, intimidates, or interferes with the work performance of others.

Employees who experience harassing conduct should immediately inform the offending individual that the conduct is inappropriate, offensive, and unwelcome. Employees should also report harassment to a direct supervisor or a manager at a higher level in their chain of command, the WHS Office of Equal Employment Opportunity and Diversity (EEOD), or the Labor and Management Employee Relations (LMER) Division, WHS Human Resources Directorate. Claims of harassment will be held confidential by all personnel to the greatest extent possible.

It is the policy of WHS that all personnel will maintain high standards of honesty, integrity, and conduct that ensures the public trust. Managers, supervisors, and executives must proactively prevent harassment and protect from reprisal employees who report such activity. When harassment concerns are raised, the agency must conduct a prompt, thorough, and impartial inquiry into the matter. When related misconduct is substantiated, disciplinary action will be taken, up to and including removal of the harasser from Federal service.

Harassment adversely impedes the WHS mission by impacting morale and productivity. EEOD advises and provides training on anti-harassment and other EEO-related matters. For more information, visit the EEOD website at www.whs.mil/eeod/ or contact EEOD at (571) 372-0832, or at whs.diversity@mail.mil.


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Director